

Bmk No. A-04

Assistant Master, Hopper Dredge, WJ-5782-14

## MAJOR DUTIES

Serves as Assistant Master on a self-propelled, seagoing, automated diesel-powered hopper dredge, engaged in dredging activities on a continuous 7-day per week operation, or on a modified schedule depending on economic and national defense factors involved. Acts for the Master during that individual's regularly scheduled days off, as well as periods of annual and sick leave, and is on call 24 hours a day at such times. As necessary, stands port watch. As full assistant to the Master of the ship, issues his orders and assignments to the Mates and other deck forces, and insures compliance therewith. Maintains discipline and is responsible for crew's safety.

1. Plans and supervises the dredging operations. Issues instructions to the mates concerning the areas to be dredged. Selects the dumping areas. Determines when changes in dredging operations are necessary due to winds, tides or other conditions. Navigates or supervises the navigation of the vessel when changing from one dredging location to another, when operating in strange waters, when docking, or when vessel is navigating under unusual conditions.
2. Supervises and directs through the Chief Engineer, the operation, specified and emergency maintenance and repairs of engines, refrigeration, plumbing and heating systems, pumping machinery, etc. Reviews log and reports as submitted by Chief Engineer, and consults with the Chief relative to recommendations for major repairs.
3. Supervises and directs through Cook Steward the operation of the galley and mess rooms. Reviews requisitions for subsistence.
4. Directs specified or emergency repairs to dredge made by dredge crew; makes estimate of cost and requisitions necessary supplies and parts in connection therewith. Recommends to Master major repairs necessary and assures that repairs are made in accordance with existing standards.
5. Performs a variety of administrative duties such as assuring that crew follows established practices during working and non-working hours, and in accordance with the SOP. Sees that quarters are clean and maintained in an orderly manner, that the crew is adequately subsisted within allowable funds authorized, that leave is scheduled, etc. Supervises and directs through a clerk all clerical functions such as submission of progress reports, timekeeping, maintenance of files, property records, etc. Recommends employment and discharge of crew members; is responsible for good morale of the crew and maintains discipline.
6. Responsible for seeing that the ship is in safe operating condition and that operations are in accordance with local policies and Marine regulations. Makes periodic inspections of the ship for orderliness and to see that safety equipment is in place and workable. Conducts fire, lifeboat, and man-overboard drills.
7. Conducts personnel administration by assigning work to subordinates. Plans regular and emergency work requirements. Initiates or participates in review and improvement of work

methods and structuring positions. Evaluates results of work in terms of economy, simplicity, and accuracy. Establishes performance requirements and prepares regular performance appraisals. Periodically reviews job descriptions of subordinates for currency and accuracy. Counsels employees regarding conduct, leave, benefits, and non-performance and initiates necessary disciplinary action. Promotes participation of subordinates in programs such as safety, cost reduction, incentive awards, suggestions, and EEO. Approves leave of subordinates.

Performs other duties as assigned.

## SKILLS AND KNOWLEDGES

Must possess U.S. Coast Guard license for the specific vessel, as Master of seagoing vessels. In addition to the appropriate nautical rules of the road, the most fully utilized licensed functional areas are piloting, seamanship including shiphandling, and tides and currents. There is a requirement for knowledge of dredging operations. Must possess the ability to understand principles of operation of automated dredging and related mechanical systems. Must be capable of being trained in the operation, troubleshooting, and repairs of electronic-mechanical systems. Must be able to operate the maintenance system and to develop a knowledge of regulations required for proper personnel administration and procurement of supplies.

## RESPONSIBILITY

Works under general administrative supervision. The majority of assignments are carried out at locations remote from the operating District. The dredge is assigned to a specific project to be dredged and incumbent is furnished charts and other data specifying the amount and limits of dredging. Regulatory controls or guides include Navigation Rules and Regulations prescribed by the U. S. Coast Guard, District policies published in Circulars, Memoranda, Special Orders, letter directives, dredging charts, and established ranges and years of experience with dredging reports and occasional inspections of the physical operations. Overall performance is evaluated in terms of performance appraisal standards established by the supervisor.

## WORKING CONDITIONS

Spends most of the time on the bridge or in the office. Occasionally is exposed to weather conditions, heat, and noise when making inspection tours. Danger of drowning is limited to accidents. There is danger from traffic hazards, particularly in foggy weather and at night. There is danger of slippery decks and drowning.

## PHYSICAL EFFORT

Light to moderate effort is required for continuous standing and operation of various controls while on watch. Incumbent must have color and depth perception and be able to see in low visibility conditions in order to navigate a dredge.